

**PRE-PROPOSAL CONFERENCE SUMMARY**  
**PROJECT NO. F10R5200014**  
**WebFleetMaster (WFM) Support**  
**November 18, 2004**

The Pre-Proposal Conference for WebFleetMaster (WFM) Support (#F10R5200014) was called to order at 10:00 AM EST on November 18, 2004 by Robert W. Howells, Procurement Officer, in Room #240A, Department of Budget and Management, 45 Calvert Street, Annapolis, MD 21401.

Mr. Howells introduced himself and the other State personnel present:

Larry Williams, Administrator, State Fleet & Travel Program,  
Kathleen Gioffre, Assistant Administrator, State Fleet & Travel Program,

Mr. Howells asked everyone to sign the Sign-In Sheet, indicated that copies of the Sheet would be available after the meeting, and noted that there was also a handout regarding the Small Business Reserve Program.

There were approximately 45 attendees at the conference, representing approximately 39 different vendors. A copy of the list of attendees is available upon request.

M. Howells outlined the format for the meeting and explained the procedure for questions. It was explained that answers given verbally at the meeting are for clarification and informational purposes, but do not change the requirements of the RFP. Any changes to the written document must be in the form of an Amendment to the RFP.

After a review of Section 1.1 "Summary Statement", Mr. Howells conducted a general review of the Small Business Reserve Program and then reviewed Section 1.32 of the RFP-"Small Business Reserve Procurement". It was emphasized that all offerors for this solicitation must be certified by the Department of General Services as a small business vendor. Attention was directed to the DGS website for further information on the Small Business Program and the procedure for certification.

Mr. Howells then conducted a review of Sections 1-General Information, 3-Proposal Format and 4-Evaluation Criteria of the RFP document covering the general requirements of State procurement. This review included:

**Section 1 – General Information**

1. As stated on the Price Proposal Form, Offerors are required to provide a single, fully-loaded hourly rate to provide the services required under this contract. This will be an Indefinite Quantity Contract with Firm Fixed Unit Price (hourly labor rate). The contractor will be paid for the actual number of hours of support services required by the State. There is no minimum or maximum number of hours of services guaranteed by the State under this contract.

2. This will be a single-award contract; the Contract Term is 3 years with 1 1-year renewal option which is unilateral at the State's option
3. The point-of-contact for everything related to this RFP, prior to the award of a contract, is the Procurement Officer. All questions and communications must be directed only to the Procurement Officer. After award, the contract will be handed-off to the Contract Manager, who will then become the point-of-contact for all daily activities. The Procurement Officer will become involved again only if there are contract performance or legal issues that arise.
4. The procedure for responding to questions and that there is no definite "cut-off" for the receipt of questions. Answers to questions & any Amendments, as well as the RFP, will be available electronically on the DBM website & eMarylandMarketplace.
5. It was emphasized that the Due Date and Time are critical and that proposals received after the stated time, even if only late by a minute, shall not be accepted.
6. The duration of the offer must be valid for 120 days
7. It was explained that the Competitive Sealed Proposals procurement method permits discussions with offerors and offerors may be invited by the State to participate in discussions or oral presentations.
8. Multiple and Alternate proposals will not be accepted
9. Offerors were reminded and cautioned to carefully consider and identify those parts of their proposals deemed to be confidential under the Maryland Public Information Act.
10. Offerors were cautioned to have the Contract-Attachment A and the Mandatory Contractual Terms reviewed by legal counsel early in the process so that a situation does not arise later where they are recommended for award of the contract but then have a legal problem discovered by their attorneys.
11. Attachments B-Bid/Proposal Affidavit and C-Contract Affidavit were reviewed. The topic of Arrearages was discussed, and offerors were cautioned to verify early in this process that their firm is current on taxes to Maryland and properly registered to conduct business in the State.

### Section 3-Proposal Format

1. The required format and procedure for the submission of proposals was reviewed and the importance of following the specified format was emphasized. Use this section as a checklist for the items required to be submitted.
2. Offers were cautioned that any Exceptions taken to the requirements of the RFP or Contract may disqualify their offer, and were advised to clearly identify any such exceptions in the Executive Summary section of their proposal.
3. It is important to acknowledge the receipt Addenda or Amendments to the RFP, if any, and to submit the items stated in 3.4.2.8.

4. For this solicitation, the Financial Proposal package will include only the Price Proposal Form-Attachment F.

#### Section 4-Evaluation Criteria and Selection Procedure

12. The basis of contract award for an RFP is a combination of technical merit and price. In the evaluation of proposals for this solicitation, technical merit shall have greater weight than price. A higher priced offer could receive contract award if its technical merit is superior and justifies the higher price.
13. The “Fully Loaded Hourly Labor Rate” for the Base Contract Term specified on the Price Proposal Form will be used for comparison of prices between offerors.

The floor was then opened to questions on Sections 1, 3 and 4. At the conclusion of the questions and discussions for these Sections, the floor was opened to questions on Section 2-Scope of Work. (NOTE: Answers to the questions asked at the Pre-Proposal Conference as well as questions submitted in writing prior to the conference are provided in the accompanying document “Q&As#1-WFM”.)

Mr. Howells asked attendees to submit any further specific questions in writing so that they could be carefully reviewed by the State and answered in writing.

Mr. Howells thanked everyone for attending and indicated that a summary of the Pre-Proposal Conference, written answers to questions and possibly an Amendment to the RFP would be forthcoming.

The meeting was adjourned at 11:55 am.